

## STAFFORD COUNTY SCHOOL BOARD

### Agenda Consideration

**TOPIC:** Award of Contract: A/E  
Design Services - Renovation  
GVES & FES

**ITEM NO.:** 4B

**PREPARED BY:** Scott Horan,  
Executive Director  
Planning & Construction

**MEETING:** September 12, 2006  
**ACTION DATE:** September 26, 2006  
**INFORMATION ONLY:** N/A

Andre' A. Nougaret,  
Interim Superintendent

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**ACTION REQUESTED BY THE SUPERINTENDENT:** That the School Board approve the award of an A/E Professional Services Contract to TBD for design services for the renovation of Grafton Village and Falmouth Elementary Schools

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#### KEY POINTS:

1. GVES was originally built in 1967 and has had two additions, one in 1977 and one in 1996. Current size is 75,700 sf with a student capacity of 814 students. FES was originally built in 1967/68 and has had one addition added to the school in 1997. Current size is 68,700 sf with a student capacity of 690 students. The older sections of the school will be the focus of the renovation effort.
2. In the summer of 2005, staff commissioned a facilities assessment study for GVES and FES. The facilities assessment study and a subsequent HVAC study at GVES identified areas of concern throughout the schools and recommended action be taken in the future to address these concerns.
3. Staff identified and programmed two (2) renovation projects for FY07-08 and included them in the FY07-12 Capital Improvements Plan (CIP). Original budget was developed based on industry renovation standards (cost/sf). The budget for each project was reduced by 50% during CIP development.
4. Stafford County Purchasing Department requires any A/E professional service effort that involves a design fee of over \$100K to be advertised separately vice allowing a department to obtain these services through existing open-ended A/E contracts.
5. In August 2006, staff advertised a RFP through Stafford County Purchasing Department for A/E design service. Bids were due on August 30, 2006. Fourteen (14) perspective A/E firms (Architects) responded. An evaluation committee met the week of September 5, 2006 to evaluate proposals submitted by each firm. The top three firms have been invited to present their proposal to the committee the week of September 18, 2006. The committee will select one firm and present their recommendation to the School Board at the September 26, 2006 School Board meeting.
6. Once an A/E firm is selected and approved, staff will team with the firm to develop a scope for the renovation projects and then negotiate a design fee. Staff plans to layout

the scope of the proposed renovations and seek School Board approval for the design contract at the October School Board meetings. Staff's goal is to have the project design completed by early Spring 2007 and have a contractor selected no later than May 2007 to begin renovations once school is out in June 2007. The renovation efforts are tentatively planned to take place from June 2007 to July 2008.

**SCHOOL BOARD GOAL: #5** – Provide facilities that promote student learning and and community support.

**#7** – Provide school environments where teachers are safe to teach and students are safe to learn

**FUNDING SOURCE:** VPSA – Renovation GVES & FES

**AUTHORIZATION REFERENCE:** Stafford County School Board Policy 4-32  
*February 2006* VPPA & BCOM Regulations